

**MINUTES OF THE MEETING OF THE  
HOBBY AREA MANAGEMENT DISTRICT  
CITY OF HOUSTON, TEXAS  
BOARD OF DIRECTORS**

**August 14, 2014**

The Board of Directors of the Hobby Area Management District held a regular meeting on Thursday, August 14, 2014, at 1:00 p.m. in the Doubletree Hilton Hobby, 8181 Airport Blvd., Houston, Texas 77061, inside the boundaries of the District, open to the public, and the roll was called of the duly appointed members of the Board, to-wit:

Position 1 - Danny Perkins, <i>Chairman</i>	Position 7 - Marjorie Evans
Position 2 - Helen Bonsall, <i>Vice-Chair</i>	Position 8 - Joann Lemon
Position 3 - Todd Szilagyi	Position 9 - Darryl Bailey
Position 4 - Perry J. Miller	Position 10 - Vic J. Zachary
Position 5 - Ann Collum	Position 11 - <i>vacant</i>
Position 6 - Sue De Haven, <i>Secretary</i>	

and all were present, thus constituting a quorum. Also present were David Hawes, Susan Hill, Josh Hawes, Gretchen Larson, Alice Lee, Eoles Whitaker and Tony Allender, all with Hawes Hill Calderon, LLP; Clark Lord, Bracewell & Giuliani; Jack Roland, Roland Fry & Warren; and Jeff Sonnheim, Equi-Tax, Inc. Others attending the meeting were Sheila Condon, Clark Condon & Associates; O'Brien McFadden, S.E.A.L. Security; Sherry Weesner, Scenic Houston; Daniel Santamaria; with office of Councilman Gallegos; Joe Nelson, Reveille Park Place Civic Club; Randy Pennington and Nick Hagan. Chairman Perkins called the meeting to order at 1:01 p.m.

**RECEIVE PUBLIC COMMENTS.**

There were no public comments.

**APPROVE MINUTES OF MEETING HELD JULY 10, 2014.**

Upon a motion duly made by Director Bonsall, and being seconded by Director Collum, the Board voted unanimously to approve the Minutes of the July 10, 2014, Board meeting, as presented.

**RECEIVE ASSESSMENT COLLECTION REPORT.**

Mr. Sonnheim presented the Assessment Collection Report for July, 2014, included in the Board agenda materials. He reported HCAD would be certifying values Friday and reported the delinquent notices had been sent out. Mr. Lord asked how often delinquent lawsuits would be reported. Mr. Hawes stated they would be reported once a month. No action from the Board was required.

**RECEIVE BOOKKEEPER'S REPORT AND APPROVE INVOICES FOR PAYMENT.**

Mr. Roland presented the Bookkeeper's Report and went over invoices, included in the Board agenda materials. Upon a motion duly made by Director De Haven, and being seconded

by Director Miller, the Board voted unanimously to accept the Bookkeeper's Report and approved payment of invoices, as presented.

**RECEIVE AND CONSIDER REPORT FROM THE ECONOMIC & BUSINESS DEVELOPMENT COMMITTEE.**

Ms. Larson reported the Committee had met and discussed the 2015 draft budget. No action from the Board was required.

**RECEIVE AND CONSIDER REPORT FROM THE PUBLIC SAFETY AND SECURITY.**

Mr. McFadden presented the monthly report from S.E.A.L. Security, included in the Board agenda materials. Director Miller questioned when the cameras would be ready. Mr. Hawes stated he would check with Mr. Alexander. There was general discussion regarding graffiti, homeless, gang activity, and apartments. Director Evans discussed the area under the I-45 bridge. Josh Hawes stated he would check on the boundaries of the District to determine if this area is included. Josh Hawes reported attendance at the public safety meetings was increasing. No action from the Board was required.

**RECEIVE AND CONSIDER REPORT FROM THE ENVIRONMENTAL, URBAN DESIGN AND MOBILITY COMMITTEE.**

- A. Conduct workshop with regard to District logo.**
- B. Consider fee proposal for LED Decorative Street Lighting Material Cost in the amount of \$134,678.00.**
- C. Consider fee proposal for Landscape/Hardscape enhancements for Broadway Blvd. in the amount of \$53,918.00.**

**RECEIVE AND CONSIDER BROADWAY CORRIDOR DESIGN DEVELOPMENT PROPOSAL FROM CLARK CONDON ASSOCIATES.**

Ms. Condon conducted a workshop regarding the District logo. She provided designs and answered questions. She reviewed the landscape plan and distributed copies to the Board. She stated she would be converting the hard copy to Powerpoint for the public meeting. There was discussion at length regarding the progress with the City. Mr. Hawes handed out a Memorandum providing an update on the Broadway Corridor Enhancement Plan, a copy is attached as Exhibit A. After lengthy discussion, and upon a motion duly made by Director Miller, and being seconded by Director Bonsall, the Board voted unanimously to (1) accept the design development proposal from Clark Condon & Associates in the amount of \$92,500, to authorize the Executive Director and attorney to prepare the contract; (2) approved fee proposal for LED Decorative Street Lighting Material Cost in the amount of \$134,678; (3) to approve fee proposal for Landscape/Hardscape enhancements for Broadway Blvd. in the amount of \$53,918; and (4) approved budget transfers and budget amendments, as presented.


**RECEIVE EXECUTIVE DIRECTOR'S MONTHLY REPORT ON ACTIONS/INITIATIVES IN SUPPORT OF THE DISTRICT'S SERVICE PLAN.**

Mr. Hawes presented the Executive Director's Monthly Report. Director Collum asked about the area outside the District from Dixie to I-45. Mr. Hawes reported he would bring back a Resolution for the Board's consideration adding this area for the benefit of the District.

**ADJOURN.**

There being no further business to come before the Board, Chairman Perkins adjourned the meeting at 2:14 p.m.



  
Secretary

List of Exhibits

Exhibit A: Memorandum re: Broadway Corridor Enhancement Plan, dated August 13, 2014

**HOBBY AREA DISTRICT**HOBBY AREA MANAGEMENT DISTRICT,  
CITY OF HOUSTON

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**MEMORANDUM**

TO: Hobby Area Management District Board of Directors

FROM: Executive Director

SUBJECT: Broadway Corridor Enhancement Plan

DATE: August 13, 2014

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There have been intense discussions with Scenic Houston and the City (PWE and Mayor's Office) with regard to projects and their funding of Broadway Corridor Project. As we are all aware, the city is managing reconstruction of Broadway funded by TXDOT. In association with this, collectively we have worked diligently to bring about a major enhancement package that the community as a whole will be proud of. Our enhancement package is estimated to be \$7.4 million. Scenic Houston has committed to raise the funds from private sources to implement our plan.

To that end, there are several significant actions to be considered by the board. As you know we have already contracted with Clark Condon to develop the general plan, estimated costs, requested hardscape criteria, fundraising packet and to conduct public meetings.

At the environmental and urban design committee meeting we determined that it would cost \$53,918 in additional engineering fees to revise the spec sheets for the construction of the 9 additional items that we requested of the city which includes the new street lights. In addition, CenterPoint gave us a letter stating that the cost of the new light standards for Broadway is \$134,678. Both of the above are detailed in Board Agenda Item 8.

Once we conduct a community input session on the landscaping plan, we will need to prepare spec plans for submittal to the city for approval. Board Agenda Item 9 relates to a proposal from Clark Condon Associates for \$92,500. In the future, there will be a need for an additional approximately \$220,000 to bring our plans through the permitting and construction phase. All in all soft costs totals approximately \$445,918, or approximately 6% of the total construction cost. Soft costs can typically run 13% for these types of projects.

I have been asked questions about the cost of the street light standards and savings from the LED lighting. The city negotiated a straight package for the cost of lighting with CenterPoint and there are no specific savings to the city.

Below is a matrix that shows the costs described above and the recommendation as to who will pay for each item, initial funding source and items where there will be reimbursement. Items 8 and 9 contain fiscal notes as to budget amendments to accomplish what is described in this email and they have also been made a part of this correspondence.

## HOBBY AREA DISTRICT

PROJECT ITEM	ESTIMATED COST	FUNDING SOURCE
<b>HARD COSTS</b>		
LED Decorative Street Lights	134,678	HAMD – REIMBURSE BY SCENIC HOUSTON
Broadway Corridor Enhancements	7,400,000	SCENIC HOUSTON
<b>TOTAL HARD COSTS</b>	<b>7,534,678</b>	
PROJECT ITEM	ESTIMATED COST	FUNDING SOURCE
<b>SOFT COSTS</b>		
Conceptual Design Phase*	79,500	HAMD
Engineering Construction Phase	53,918	HAMD
Design Development Phase*	92,500	HAMD
Construction Document Phase*	220,000	SCENIC HOUSTON
<b>TOTAL SOFT COSTS</b>	<b>445,918</b>	

\* Scope of work described on following page

With the above recommendation, ultimately, the district would only be responsible for \$225,918 of the soft costs, which is 50.7% of the total soft costs. Scenic Houston would be responsible for all the hard costs and approximately 50% of the soft costs. In addition, Scenic Houston plans to raise a total of \$9.0 million (\$1.6 million above estimated costs) to provide additional funds to cover the first several years of maintenance.

The plan for recommended budget amendments to be discussed and considered are as follows

Budget Adjustment:

Transfer from Planned Reserves \$188,596 to:

New Line Items:

LED Decorative Street Lights	\$134,678
Broadway Corridor Engineering Enhancements	\$53,918
Amended Planned Reserves Budget	\$123,807
Right-of-Way Maintenance budget reduced from	\$120,000 to \$0.00
Porter Service Budget increased to	\$52,500

Transfer remainder to:

New Line Items:

Broadway Corridor Design Development	\$92,500
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## **HOBBY AREA DISTRICT**

The staff, consultants and I look forward to a discussion and consideration of the above recommended plan of approach to this significant project for the community.

### **CONCEPTUAL DESIGN PHASE (\$79,500)**

**VISION WORKSHOP AND MASTER PLAN** – This phase of the scope will be to meet with the Client, Stakeholders, representatives of Management District, and Scenic Houston to brainstorm general theme, character and priorities to enhance and a signature landscape for Broadway Blvd.

**PROJECT START UP AND SITE ANALYSIS** – This phase of work will begin with the Notice to Proceed from the Client and will involve the Landscape Architect reviewing completed roadway plans recently bid by City of Houston.

**CONCEPTUAL DESIGN** – Develop a conceptual landscape plan for Broadway Blvd from I-45 to Hobby Airport.

### **DESIGN DEVELOPMENT PHASE (\$92,500)**

The Design Development will be based on the approved Concept Plans. During this phase, the Landscape Architect will refine the design and budgets. Design Development plans will depict actual materials, sizes and locations of all landscape elements. Final drawings will be in plan and sketch format.

### **CONSTRUCTION DOCUMENTS PHASE (\$220,000)**

The Construction Documents phase will be initiated after the Client's approval of the Design Development drawings. The Landscape Architect will prepare the Construction Documents and Technical Specifications for bidding of the project.

**BIDDING PHASE** - After completion and approval of the Construction Documents, the Landscape Architect will assist the Client in putting the plans out for competitive bid based on a selected contractor bid list approved by the Client.

**CONSTRUCTION ADMINISTRATION PHASE** - The Landscape Architect will provide Construction Administration for the project which will include site visits, inspections of significant stages of completion, shop drawing and suppliers' materials review, payment application/change order review/approval, and walk-through with punch list.